Summary and Detail Self-Monitoring Reports (SMR) Report Fact Sheet

Summary: User-specified summary search criteria return a table of self-monitoring reports information by Region. The table shows counts of those due, submitted, reviewed, having violations, and/or are late. The counts are hyperlinks to the detailed report.

Using the Report (Navigation)

LOCATION

These reports are located under the Run Reports link in CIWQS under the SMR heading.

SEARCH CRITERIA

Summary Search Criteria

LIST BY
The radio button selects the criterion you wish to view in the left hand column. If you select Region, you will see a count of SMRs by Region. Once you choose this display, the region filter will gray out and the report will display all regions.

FILTER
Region and Program are also available as "pick lists" to further refine your search (i.e., you display by Program, but only wish to view SMRs in your Region). They display several items and have scroll bars on the right side. A pick list allows the user to select multiple values. Hold down the Ctrl button and left click to select multiple values in any order you choose. Hold down the Shift key and left click to select everything between two values. Hold down Ctrl and left click to deselect.

SMRs TO SHOW is a radio button where the user can choose to query only electronically expected and submitted reports, or only reports that are expected and submitted in paper form, or both. The user can select only one value and the default is "all."

REPORT DUE DATE boxes are text boxes that require the format MM/DD/YYYY (e.g., 01/08/2007 for January 8, 2007). The date range defaults to the current calendar year to date. The dates cannot be left blank.

LATE REPORT TO SHOW is a number field that allows the user to query reports that are at least a specified number of days late. The default is 30. The report column that relates to this criterion is added information. This criterion is not a filter for the entire report.

The final gray button, which is called "Run Report," starts the query.

Detail Search Criteria

Region and SMR Status are "pick lists." Pick lists display several values and also typically have scroll bars on the right side. A pick list allows the user to select multiple values. Hold down the Ctrl button and left click to select multiple values in any order you choose. Hold down the Shift key and left click to select everything between two values. Hold down Ctrl and left click to deselect.

Summary Search Criteria

- List by Region or Program
- Filter on Region or program
- SMRS to show (All, eSMRS, Paper)
- Report Due Date Range
- Late Report submitted late or past due by XX days

Summary Report

- Region or Program
- Total Reg. Measures w/Reports Due
- Total Reports Due
- Total Reports Submitted
- Total Reports Reviewed
- Reports that showed one or more violations
- Total Reg. Measures w/Reports submitted late
- Total Reports submitted late
- >XX Days Late
  - # Reg. Measure
  - # Reports
- Total Reg. Measure w/reports past due
- Total Reports past due
- >XX Days past due
  - # Reg. Measures
  - # Reports

Report Document Type (which specifies the type of reports, such as summary or technical), Reg Measure Status, and Staff are drop-down menus. The user can choose one and only one of each. To use a drop-down, click the upside down triangle on the right. A list of values will display and the user is only able to select one.

WDID is a free text field. It is not case sensitive. The user can enter the WDID or a few numbers or letters associated with the id (e.g., AP will return records related to the statewide aquatic pesticides permit, because these WDIDs contain the character string "AP.").

Place and Discharger are gray buttons, which take the user to the Party and Place screens, respectively, and you will be able to search for the discharger or facility as you would in the CIWQS module. It will return several results and you can select the one you want using the "select" link on the right.

The date boxes are text fields that require the format MM/DD/YYYY (e.g., 01/08/2007 for January 8, 2007). The user can click on the calendar icon on the right to select a value with the mouse rather than typing it.

"Days Late" is a number field. If the user enters a character other than a number, he/she will get an error.

The final gray button, which is called "Run Report," starts the query.

HYPERLINKS

At each level of detail, the user has the options of viewing a printer friendly version or downloading the report into Excel. The user may choose to "Refine Search," which returns the user to the summary search screen, or to conduct a "New Search."

The Detailed Report also contains a link back to the summary if you entered the report through the summary report. Both the Detailed SMR Report and the list of facilities default to 25 rows per screen but the user can select up to 100 records.

"Back to Main Page" at the bottom, takes the user to the Run Reports page. The "Glossary" link takes the user to a list of terms found in public reports.

In the Summary report, the totals under the General, Submitted Late and Past Due Headings are hyperlinks to more details. The numbers within the reg. measure columns drill down into a list of reg. measures with count of reports corresponding to the user's criteria. From here you can go to the Facility At-A-Glance report using the facility name hyperlink or into the Detailed SMR Report using the number of reports in the right hand column. The Detailed Report also has a link to the Facility At-A-Glance Report (Facility Name) and if the report has been submitted, a link to the SMR record (Report Name). If the fields in the Detailed Report have multiple values, there will be a hyperlink that opens a pop up to show all values. All values will export.

The numbers in the report columns from the Summary Report drill into the Detailed SMR Report.

The Reg. Measure Detailed Report has a link back to the Summary Report and the Report Details has a linked back the Reg. Measure Drilldown. At the Detailed Summary and Detailed level, columns can be sorted by clicking on the column header hyperlink. Clicking on the same heading twice will sort in reverse. These headings sort across all pages.

Detailed Report for Reg. Measure links

- WDID
- Facility Name
- Discharger Name
- Discharger Address
- Discharger Contact
- Water Board
- Order Number
- Case Worker
- # of Reports

Detailed Report Search

- Region
- SMR Status
- Report Document Type
- WDID
- Reg. Measure Status
- Place
- Discharger
- Program
- Staff
- Due Date Range
- Days Late

Detailed Report Fields

- Facility Name
- Due Date
- Date Received
- Date Reviewed
- # of days late
- Report Name
- Reporting Period
- SMR Status
- Order Number
- RM Status
- # of violations
- Potential Serious Report Violations

How current is the data?

This report is on a nightly refresh schedule, which means that changes made in CIWQS will not be reflected until the next day. Reports are constructed from all entered data as of the close of business the previous day. If the refresh fails, the data in the report will be stale. Please notify the CIWQS Help Center (866-792-4977 or ciwqs@waterboards.ca.gov) if you believe a report has not been refreshed.

Where is this information coming from?

SUMMARY REPORT

Region (if chosen) – the region is from the dropdown in the place related to the regulatory measure with the role "regulated by"

Program (if chosen) – the program linked to the activated reg. measure

Total Reg. Measures w/Reports Due – # of activated regulatory measures that have at least one report expectation within the user-specified date range

Total Reports Due – # of reports expected within the user-specified date range

Total Reports submitted – # of reports due and submitted within the user-specified date range

Total Reports Reviewed – # of reports, within the date range specified, the user has marked as reviewed on the Water Board Notes tab for electronically submitted reports, or on the SMR tracking page for paper submitted reports

Reports that showed one or more violations – # of violations entered by the discharger for eSMR, within the user-specified date range or entered by staff and linked to the SMR record

Total Reg. Measures w/reports submitted late – # of activated regulatory measures that have reports that have been submitted after their due date, within the user-specified date range

Total Reports Submitted Late – # of reports that have been submitted after their due date, within the user-specified date range

>X Days Late: # Reg. Measures – # of activated regulatory measures that have reports that have been submitted more than the number of days specified by the user after their due date, within the user-specified date range

>X Days Late: # Reports – # of reports that have been submitted more than the number of days specified by the user after their due date, within the user-specified date range

Total Reg. Measures w/reports past due – # of activated regulatory measures that have reports due within the user-specified date range that have not yet been received

Total Reports Past Due – # reports due within the user-specified date range that have not yet been received

>X Days Past Due: # Reg. Measures – # of activated regulatory measures that have reports due within the user-specified data range that have not yet been submitted and the due date was greater than the user-specified # of days past due

>X Days Past Due: # Reports – # of reports due within the user-specified date range that have not yet been submitted and the due date was greater than the user-specified # of days past due

DETAIL REPORT FOR FACILITY-RELATED LINKS

WDID – the WDID from the activated regulatory measure

Facility Name – the facility or child of facility with the role of "regulated by" that is linked to the activated reg. measure

Discharger Name – the related party with the role of "discharger" that is linked to the activated reg. measure

Discharger Address – the mailing address of the discharger. If there are multiple, an algorithm selects the most accurate by looking for the most recent and complete.

Discharger Contact – the person with the role of "discharger contact" linked to the activated reg. measure

Water Board – the region is from dropdown in the place related to the regulatory measure

Order Number – the Order No. of the activated reg. measure

Case Worker – the person with the role of "staff" that is linked to the activated reg. measure

# of Reports – # of reports that are expected from a facility for the date range specified by the user in the search criteria

DETAIL REPORT FOR REPORT-RELATED LINKS

Facility Name – the facility or child of facility with the role of "regulated by" that is linked to the activated reg. measure

Due Date – date the report must be submitted according to the WDR/permit as entered as an expectation in CIWQS

Date Received – date an electronic report is submitted into CIWQS or date that is recorded into CIWQS for paper reports

Date Reviewed –data the user has marked as reviewed on the Water Board Notes tab for electronically submitted reports, or on the SMR tracking page for paper submitted reports

# of Days Late – if the report has been submitted, this is the number of days between the due date and the date the report was submitted. If the report has not yet been submitted, this is the number of days between the due date and today's date.

Report Name – from the SMR Module, this field typically indicates what type of report it is (e.g., Monthly SMR (MONNPDES) report for October 2008)

Reporting Period – reporting period is determined from the WDR/permit and entered into CIWQS as an expectation. They are calendar periods (e.g., monthly reporting periods begin on the first of a month and end on the last day of the month).

SMR Status – from the SMR module, this is the status of the submission of the report

Order Number – the Order No. of the activated reg. measure

RM Status – the status of the activated reg. measure

# of Violations – # of violations entered by the discharger for eSMR or linked to the violation for paper submitted reports

Potential Serious Reporting Violations – based on the number of days a report was late before it was submitted or to date, this is an estimate of the number of serious reporting violations (MMPs). This column is added information and does not reflect the number of serious reporting violations that are actually entered in CIWQS.

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